Lincolnshire Community Health Services NHS Trust

Retirement Policy

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Chair: Elaine Baylis QPM
Chief Executive: Andrew Morgan

Retirement Policy

Version Control Sheet

Version	Section	Amendments	Author	Date
One	To be archived	Approved November 2006	Author - SM	Nov 2006
Two	Current	Title change to Flexible Retirement / Semi Retirement Policy	SM	Feb 2008
	Introduction	Added "avoiding discrimination but following statute"	SM	Feb 2008
		Reference made to other policies	SM	Feb
		Added in to notify manager of employees	SM	Feb
	Section 6	Responsibilities of HR specified	SM	Feb
	Section 7	Amendment to the process and clarification.	SM	Feb
	Retirement	Removed in line with Equality Impact	SM	Feb
	Section 10	Section on Training added	SM	Feb
	Section 11	Section on Monitoring added	SM	Feb 2008
	Appendix - Flowchart	Amended in accordance with above changes	SM	Feb 2008
	Appendix -	Amended in accordance with above changes.	SM	Feb
Three	Retirement Awards	Reinstated following decision at Employment Policy Group meeting.	LC	Sept 2008
	Charitable approval form	Added this form to appendices	LC	Sept 2008
Four	Appendix Expression of Interest Form	Amended address of Policy & Recruitment team from Orchard House to Bridge House	LC	Dec 2009
FIVE	Front Cover	Review date extended on authorisation of Information Governance Committee and Sheila Manning to enable reviewed document to be submitted to suitable approving committee	S Barnes	August 2010
SIX	Front Cover	Review date extended to enable review of document to incorporate TCS changes	SBarnes for JW	31 March 2011
	Whole document	Policy realigned following implementation of Transforming Community Services Agenda & new legal entity	Rachael Ellis-Ingamells	15 March 2011
	Whole Document	Policy Reviewed by Employment Policy Group – review date extended as no changes indentified	Rachael Ellis-Ingamells	4 August 2011
SEVEN	Section 6	Updated legislation guidance regarding removal of the Default Retirement Age on 1 April 2010		

	Section 7 Section 8 Section 10 Section 11 Appendix 1, 2&3	Responsibilities of HR Department replaced by Responsibilities of Line Managers Removed flexible retirement options and replaced with reference to the Flexible Working Opportunities policy including Flexi-Time Systems and Self Rostering policy. Amended retirement award information in line with new process. Funds now allocated from the IWL budget. Relocated bullet point c) to section 1 Replaced Charitable funds approval form with Request for Retirement Award from the IWL Budget form. Added application to undertake bank work following retirement form		
EIGHT	Whole Doc Section 13	LCHS header and footer applied to all pages, page numbers added Added Equality & Diversity Statement added	Lenore Couchman	August 2014
NINE	Whole Doc Whole Doc Whole Doc Section 1 Section 6 Section 3 & 8	Updated footer details Updated reference to policy titles Updated Workforce contact details Removal of reference to National Retirement age Updated Section 6 in relation to removal of DRA Updated Pension Scheme information - the addition of the 2015 Pension Scheme.	Clare Nock	May 2016
9.1	Section 8	Removed reference to Flexible Working Opportunities Policy for the purposes of Flexible Retirement. Inserted relevant extracts from the Flexible Working Opportunities policy.	Sophie Coutts	March 2017
10	All Sections	Whole policy reviewed and re-written including updated process for claiming the monies for the Retirement Award (Section 7)	Clare Nock	June 2018

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Retirement Policy

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Retirement Policy

Policy Statement

Background	This policy aims to ensure a flexible, fair and consistent approach is taken when employees approach their retirement. LCHS recognises the importance of ensuring that all employees are supported to continue working for as long as they are capable, skilled and motivated to do so. The process is initiated when a staff member notifies the relevant line manager of their intention to take retirement.
Statement	This policy actively encourages choice for people of State Pension age and promotes age equality.
.	
Training / Responsibility	Pre-retirement courses are offered for staff. It is the responsibility of line managers to ensure all staff are enabled to exercise their rights under this policy. It is the responsibility of staff considering retirement to read the policy in order to understand options and processes in relation to retirement / flexible retirement.
Dissemination	Website.
Resource implication	There is work to be done on improving the nature and use of ESR data. A large proportion of staff are of an age where they may be thinking about retirement and flexible semi-retirement is critical to workforce planning, maintaining the continuity of the workforce and retaining skills and expertise.

1. Introduction

1.1.1 This policy aims to ensure a flexible, fair and consistent approach is taken when employees approach their retirement. LCHS recognises the importance of ensuring that all employees are supported to continue working for as long as they are capable, skilled and motivated to do so.

1.1.2 This policy does not cover retirement on the grounds of ill health; the Your Attendance Matters policy should be referred to for this.

2. Staff Covered by the Policy

2.1 This policy applies to all employees. This policy does not apply to independent contractors working within the Trust on a contract for services nor does it apply to non-executive directors nor staff employed under national or regional education contracts, volunteers, students, secondee's or independent researchers.

3. NHS Pension Scheme

3.1. The Pension Age for NHS Pension Scheme Members will depend upon which scheme they are part of. For members of the 1995 scheme it is 60 (or 55 if they have Special Class Status). For members of the 2008 scheme it is 65 and for members of the 2015 scheme it is their State Pension Age.

3.2 The earliest age that staff can draw their pension depends upon the scheme they are in and when they started pensionable employment. In all cases however they must have at least two years membership to qualify for early retirement.

3.3 Where an employee has previously been given pension benefits, any employment that has been taken into account for the purposes of those pension benefits will not count as reckonable service for the purposes of an NHS redundancy payment.

4. Planning for Retirement

4.1 Prior to any decision to retire it is strongly recommended that employees check their Total Rewards Statement and talk to the Pension Department for further information: 01522 421564. The Pensions Department can provide further details on the employee's pension scheme and forecasts can be formulated based on different flexible retirement options outlined in this policy.

4.2 Employees may also wish to attend a pre-retirement training course which can be booked through ESR.

4.3 Staff who would like to retire should give a minimum period of three month's notice in writing to their manager. This is to allow sufficient time for pensions to be processed for payment.

4.4 Staff wishing to claim their pension should contact Workforce at Beech House on 01522 308700 to request an AW8 pack. The pack contains guidance information and the paperwork to be completed.

4.5 Staff should be aware that once they have submitted their notice of retirement, the

relevant manager will be required to review the establishment of the existing post.

5. What is flexible retirement?

5.1 In the NHS Pension Scheme (NHSPS) there are a number of options that allow changes to the way in which people work without a major or negative impact on their future pension, nor the need to leave work, and the pension scheme completely.

5.2 Flexible retirement arrangements are not a right and will need to be requested and discussed with a line manager. Requests will be considered taking into account service, financial and workforce needs.

5.3 **Flexible retirement options:**

Step Down

Staff who would like to reduce the pressure and responsibilities they have in their current role can request to 'step down' into a less demanding and lower graded post, if an appropriate vacancy is available.

If your pensionable pay reduces by at least 10% and you undertake this role for one year, with formal agreement, the pension already earned could be frozen and a second pension started based on the stepped down pay. Staff taking this option may be required to attend a selection interview. Step down is also subject to approval from the NHS Pensions Agency and there is an application form required to be completed for approval.

Wind Down

As an alternative to retiring completely, staff can request to wind down by working fewer days or hours, in their current post. Pensions for part time staff are calculated on their whole time equivalent salary. This means moving from full time to part time work should for those in the 1995 and 2008 sections of the NHSPS, may not reduce their NHSPS benefits, although it will reduce the rate at which they build up future membership.

Draw down

'Draw down' allows members of the NHSPS to access some of their pension benefits without having to retire. Between 20% and 80% of pension benefits can be drawn down whilst staff continue to work and build up future membership in the scheme. This option is not available for members of the 1995 scheme. The Pension Department will be able to provide further information regarding this option.

Retire and Return to NHS Employment

Once an employee has reached the minimum pension age of the pension scheme they can apply to retire, claim their pension benefits and then return to NHS employment. More details of this are found in section 5.5.

Late Retirement Enhancement

If you are a member of the 2008 Section or 2015 Scheme and you work beyond your Normal Pension Age, your pension will be increased. Contact the Pensions Department for further information.

Early retirement reduction buy out (ERRBO)

If you are in the 2015 pension scheme arrangements allows you to make additional contributions to the scheme that will allow you to retire earlier than your NPA without any early retirement reduction (although not more than three years earlier than your NPA and not allowing for a retirement age of less than 65 years old). Contact the Pensions Department for further information.

5.4 Procedure for Flexible Retirement Options:

Flexible Retirement Option	Managerial input Required	Procedure
Step down	Yes	Employee to discuss with their line manager and apply for a new role through recruitment processes. Employee to contact the Pensions Department for advice regarding protection and the application process for this.
Wind down	Yes	Employee to request this via the Flexible Working policy. Each application would be considered against the needs of the service by relevant line manager. Employee to contact the Pensions Department for advice regarding effects on pension entitlement and forecast.
Draw down	No	Employee to contact the Pensions Department for estimates and advice on the scheme option.
Late Retirement Enhancement	No	Employee to contact the Pensions Department for further information.
Early Retirement Reduction Buy Out	No	Employee to contact the Pensions Department for further information.
Retire and return	Yes	See detailed process below.

5.5 **Process for retiring and returning to post within LCHS**

Employees wishing to return to work within LCHS following their retirement should discuss this with their manager in the first instance to explore possible positions and vacancies. Employees do not have the right to retire and return, they only have the option to request to do so.

The manager will discuss with the employee the options they are able to offer based on the needs of the service.

If agreed that the post is still required the manager must gain approval via the vacancy approval process for the post to continue and/or with a reduction of hours, the service must be able to evidence that they have a transparent and equitable process of appointment, (this includes ensuring any 'new' opportunities have been advertised appropriately)

Where employees have taken the option to claim their pension benefits and successfully been appointed to a mutually agreed post, managers should complete an asset and access request/amendment form (Appendix 3) with the employee and ensure this is sent to Workforce. All employees will be required to submit a new application for car user approval in accordance with the Expenses Policy.

In circumstances where it is confirmed that there is no longer a service requirement for the post to continue or a reduction in hours is not viable to the service, the employee will be notified.

5.6 **Break in Service**

Employees should be aware of the timings of their return to NHS employment because they are expected to have a break in service before they do so.

Members of the 1995 pension scheme who wish to access all of their pension benefits must take a 24 hour break in NHS employment and must not work more than 16 hours per week in the first calendar month following retirement.

It should be noted that if a member of staff has annual leave outstanding at their date of leaving this will extend their retirement date and hence the date that they can return to NHS employment without benefits being affected.

Members of the 2008 pension scheme must take a 24 hour break in NHS employment to access all of their pension benefits.

5.7 **Retire and return to Bank**

Where employees wish to retire and apply to join the Trust's bank they will need to complete an application to undertake bank work following retirement form (appendix 1) to be returned to Workforce at Beech House.

6. Responsibilities of Line Managers

6.1 In accordance with the Your Performance Matter's policy, it is good practice for line managers to maintain regular conversations with all staff about their expectations of them, their performance and future plans.

6.2 Where an employee has indicated that they do wish to retire, managers are encouraged to talk to them about the expected date for their retirement and any adjustments they may wish to make to their working arrangements or hours in the lead up to retirement.

7. Retirement Award of Flowers/Gift and/or Function to Staff.

7.1 It is important to recognise the contribution of all employees and the Trust wishes to mark the special contribution of an employee who has given loyal service to both the current and its predecessor Trusts (i.e. TUPE transferred staff).

7.2 The total value of the retirement award which can be used for flowers, a gift and/or a retirement function is £80.00.

7.3 Managers will be responsible for claiming the above amount through our online expense system. For further guidance on this please refer to Appendix 3.

7.4 Once a claim has been made via expenses. Head of Workforce will liaise with the Workforce team to ensure all information is correct and documentation has also been forwarded to Pensions.

8. Monitoring

8.1 Consultation with staff and representative Trusts will continue as part of the Trust's Equality and Diversity action plan and Single Equality Scheme to ensure that implementation of this policy demonstrates best practice.

9. Equality and Diversity Statement

9.1 This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee or patient receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership

10. Limitations

10.1 The content of this policy cannot alter in any way the NHS Pension Scheme, as determined by the NHS Pension Scheme Regulations 1995 ,2008 or 2015, nor can it amend any statutory retirement provisions. This policy is, therefore, to be read in conjunction with the NHS Pension Scheme Regulations and such statutory retirement legislation (U.K. or E.C.) as is from time to time published and any amendments to the NHS Pension Scheme Regulations 1995, 2008 or 2015 and statutory retirement legislation which affect this policy shall be deemed to be amendments of the policy.

Appendix 1 Application to undertake bank work following retirement

Application to undertake bank work following retirement

I DO / DO NOT you wish to remain on the Bank or apply to undertake Bank work for the above organisation. I am in the process of retiring.

Personal details

NAME	
Job title	
Existing Pay Point	**Band**
	Pay point or WTE salary
Service area currently working in	
Are you looking to	Join the Bank to undertake the same role on the same pay band as your substantive post **OR** Join the bank in a different role to your substantive post OR Maintain your existing Bank role
Retirement date	

Please complete and return the information below, so we can ensure that the necessary policies and procedures are followed and your return is smooth.

Workforce
Beech House
Waterside South Lincoln
LN5 7JH

Lincolnshire Community Health Services NHS Trust

Appendix 2

Retirement – Asset & Access Request/Amendment Form
Return to Work after decision to take Retirement with Pension Benefits

APPLICANT DETAILS FOR COMPLETION BY INDIVIDUAL

Trust: LCHS / NHSL (please circle) Title: MR/MRS/MISS/DR

Employee Name: .....

NI No.....Date of Birth: .....

Home Address: …….....

Retirement Date: …….. Return to work date:…….....

Applicant Declaration

I confirm I have handed in all Trust Assets for safe keeping by my manager during my absence from the Trust and understand that I must not access any Trust systems between my date of retirement and re employment as indicated above.

Signed: _____ Date: _____

POST DETAILS ON RE COMMENCEMENT IN POST FOR COMPLETION BY MANAGER

Post title:..... Base: .....

Department/Ward: ..... Work Phone No: .....

Work Mobile: ..... Email address: .....

Work Address: .....

Is the employee returning to work to the same post under the same circumstances as their pre retirement post (please circle as appropriate):

YES go to one below **NO go to two below**

Authorising Manager Declaration

Print Full Name…… Work Phone Number……

Post title……Email address……..

1. Employees returning to the Trust and requires the same assets and access rights following retirement

*By signing below, I confirm that following completion of the retirement process, the above named employee will require the same Trust assets and access requirements as their existing post and certify that

on or before the stated date of retirement, I will retrieve all Trust assets held by the employee in connection with their role and will store all items securely during the employees stated period of absence.

Signed: _____ Date: _____

2. Employees returning to the Trust and requires different assets and access rights following retirement

IT Access Requirements

Account User Name:	
E-mail account	
Home Directory (H:)	**YES/NO**
Standard Connection to Corporate Data G: or X: As Agreed at Director level. *** NHSL/LCHS/LPFT – Please Specify**	**YES/NO**
Additional Connection to shared directories Please indicate full path and level of Connection required. **Path:** _____ **Connection:** **Modify/Read&Write/Read**	**YES/NO**
Path: _____ **Connection:** **Modify/Read&Write/Read**	**YES/NO**
Additional Requirements / Details	

*The above staff member will be returning to work on a new contract after taking the decision to take semi retirement with pension benefits and I request they be granted connection to the amended services indicated and certify that this access is required in order to fulfil the duties of their appointed role.

ID Card Requirements

Preferred Full Name to appear on card: .....

Amended Post title:.....

*By signing below or using my work email to submit this application I, the manager of the applicant named above approve this application and request the applicant specified above be issued with a new ID card ready for their return to work following their semi retirement. I confirm that I have carried out the necessary identity checks and satisfied myself the above individual meets the government eGIF level 3 standards.

Amendment to Smart Card Access Rights

*By signing below I confirm that the above named employee will require amended Smartcard Access Requirements following their return to work after the decision to take semi retirement and certify that I have requested the necessary changes via the National Health Service Portal. I confirm that I will retrieve and store the Smartcard during the above named employee's absence from the Trust.

Retrieval and safe storage of Trust Equipment during the employees period of absence

By signing below, I confirm that on or before the indicated date of retirement, I will retrieve all Trust assets held by the above named employee in connection with their role and will store all items securely during the employees stated period of absence.

Signed: _____ Date: _____

Returning to work after a decision to take retirement with pension benefits
Retirement - Managers Checklist

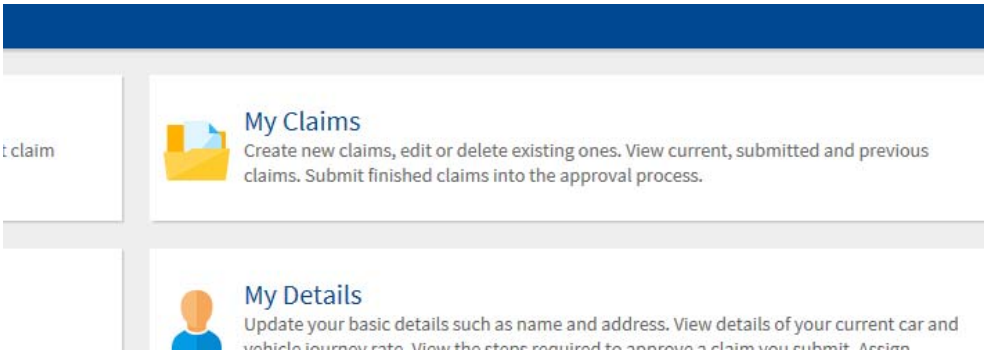
Subject	Employees returning to same post in the same format	Employees returning in different circumstances
	Action Required	**Additional Action**
Equipment	Manager to retrieve all items and store securely until staff member re commences in post	Where items no longer required, manager to record all items returned and issue receipt.
Lap Tops	Manager to retrieve equipment and store securely until staff member re commences in post	Manager to contact IT Department on 01522 563070 to arrange for IT equipment to be refurbished/returned if necessary
Mobile Phone/ Pagers	Manager to retrieve mobile and all accessories and store securely until staff member re commences in post	Where no longer required, manager to withdraw mobile phone and accessories and complete Appendix B of Mobile Phone Policy for withdrawal or re location of phone
Smartcard	Manager to retrieve card and store securely until staff member re commences in post	Manager or appropriate UIM sponsor to log on to National Health Service Portal icon on desktop and amend employees Smartcard Access rights in line with requirement of new role. Guidance on how to assign access rights, or to find out who the sponsor is for a particular department, can be obtained by contacting Information Governance on 01529 416054.
Computer/ IT Access	Manager to ask employee to activate out of office message during period of absence	Manager to complete Semi Retirement Access Request Form with amended IT requirements for amendment during employees period of absence ready for the return to the new role
Remote Computer Access (VPN token)	Employees who have access to computers and a VPN token should return the token to their manager to store securely until the staff member recommences in post.	Where remote access is no longer required employees should return VPN tokens to their manager. Managers should complete Appendix 1 of Home Working Policy, (Access Request form for remote connection/disconnection to trust computer services) and return forms and VPN token to Informatics, Gervas House
ID Badge	Manager to retrieve card and store securely until staff member re commences in post	Manager to complete Semi Retirement Access Request Form with amended ID Card details and send to the HR Department for amendment ready for the return to the new role
Door Swipe Cards / Keys	Manager to retrieve card and store securely until staff member re commences in post	Where no longer required manager to retrieve from employee, giving a copy of the receipt to the employee
Car User	Employee and Manager to complete New Application for Car User Approval form to be forwarded to the HR Department	Employee and Manager to complete New Application for Car User Approval form to be forwarded to the HR Department

APPENDIX 3 GUIDANCE FOR APPLYING FOR RETIREMENT AWARD VIA EXPENSES ONLINE (LINE MANAGER ONLY)

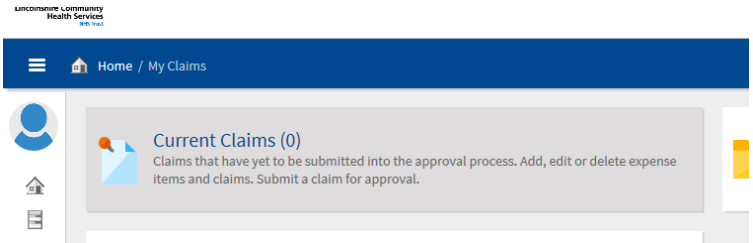
1. Line Manager to confirm with Workforce that all appropriate retirement documentation has been completed by the individual retiring and forwarded to Pensions.

2. Once confirmed Line Manager can then claim for the Retirement Award via Expenses Online.

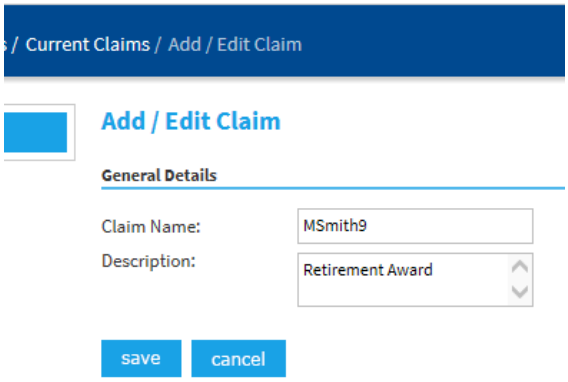
   - Log in to your Expense account
   - On the 'Home' page go to 'My Claims'



   - Then click on 'Current Claims'

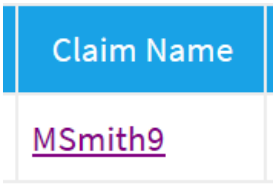


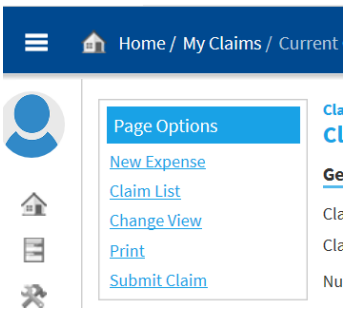
   - You will then create a claim similar to how you would add a mileage claim. In the 'Description' box type 'Retirement Award' then click 'save'



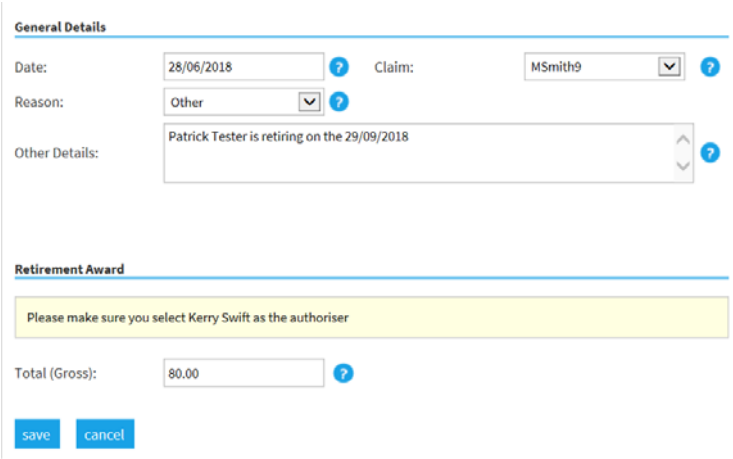
   - You will then click on the claim name (see below) you have just created to add the

‘Retirement Award’



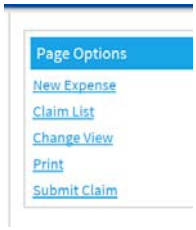


- On the left hand side click on ‘New Expense’
- Now select ‘Retirement Award’ from the drop down list. You can now complete the information on the right hand side of the screen. Please ensure all boxes are completed.

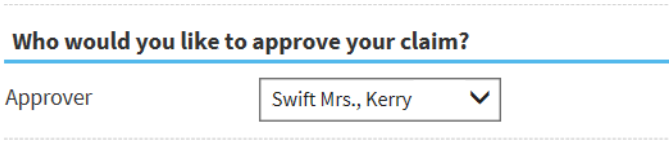


- In ‘Reason’ please select ‘Other from the drop down selection.
- In ‘Other Details’ please include the individuals full name and the date they are retiring.
- Within the ‘Total (Gross):’ box add 80.00.
- There is also a prompt to select ‘Kerry Swift’ as the authoriser.

- Click ‘save’
- On the left hand side click on ‘Submit Claim’.



- PLEASE make sure you select ‘Kerry Swift’ from the drop selection under ‘Approver’ and not your own Line Manager.



- Then click ‘save’. Your claim has now been made.

If you have any further queries or need assistance with the above claim please feel free to call Workforce.

Monitoring Template

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/audit	Responsible individuals/ group/ committee (multidisciplinary) for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan

Equality Analysis

Name of Policy/Procedure/Function*   **Retirement Policy**   **Equality Analysis Carried out by: Clare Nock**   **Date:04/07/16**   **Equality & Human rights Lead: Rachel Higgins**   **Director\General Manager:**   **Maz Fosh**

***In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.**

Section 1 – to be completed for all policies

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	This policy aims to ensure a flexible, fair and consistent approach is taken when employees approach their retirement.This policy actively encourages choice for people of State Pension age and promotes age equality by removing any mandatory retirement age within the Trust.		
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? **Please give details**	No		
C.	Is there is any evidence that the policy\service relates to an area with known inequalities? **Please give details**	No		
D.	Will/Does the implementation of the policy\service result in different impacts for protected characteristics?			
		Yes	No	
	Disability		x	
	Sexual Orientation		x	
	Sex		x	
	Gender Reassignment		x	

	Race		x	
	Marriage/Civil Partnership		x	
	Maternity/Pregnancy		x	
	Age		x	
	Religion or Belief		x	
	Carers		x	
	If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2			

The above named policy has been considered and does not require a full equality analysis	
Equality Analysis Carried out by:	Clare Nock
Date:	08-07-2016